



DEPARTMENT OF CODE ADMINISTRATION

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DATE: MARCH 2, 2012

TO: ALL CUSTOMERS AND STAFF

FROM: GREGG FIELDS, DEPUTY DIRECTOR

SUBJECT: CODE ADMINISTRATION PLAN REVIEW TIME FRAMES

The following table reflects our current plan review time frames. These review times only apply to plans under review by the Department of Code Administration and do not include review time required by other departments. Please allow for additional time for review by the departments involved in your projects. You can contact them through our city website at www.alexandriava.gov.

Type of Review	Time Frames
<i>Walk-through – Residential (IRC):</i> Alterations, Renovations, Additions & Repairs (including new decks) Residential Additions < 4 stories; 1200SF per floor	Same Day
<i>Walk-through – Commercial (IBC):</i> Alterations, Renovations & Repairs (Including Systems Furniture), Small Fire Protection Systems meeting the criteria as indicated on the Fire Protection Systems webpage.	Same Day (dependent on job size)
<i>Take In -Commercial:</i> New Construction, Alterations, Renovations, Additions, Repairs & Tenant Build-outs; New Residential Single Family Dwellings	20 Business Days
<i>Take In- Residential:</i> alterations, renovations, additions & repairs (Not meeting Walk-thru criteria)	10 Business Days or Less
<i>Fire Protection Systems</i> (Sprinkler, Alarm, Stand-pipe, etc.) New Construction, Alteration, Additions, Repairs & Revisions	7 Business Days
<i>Residential Revisions</i>	10 Business Days (Walk-thru service is encouraged.
<i>Commercial Revisions</i>	15 business days
<i>Trades, Stand-alone</i> (Plumbing, Electrical or Mechanical); Final reviews when all comments have been addressed	5 business days

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Our goal is to continue to provide quality plan review as quickly and efficiently as possible. You project may qualify to apply for our Online Permit Center and may save you a trip to City Hall. To learn more on this program, please visit: <http://alexandriava.gov/Code>.

Please visit our website at <http://alexandriava.gov/PermitCenter> for more information on our submittal requirements. Permit holders are able to view and track permits in process using our online **Permit Tracker** system located on our website at www.alexandriava.gov/city/codeenforcement/permittracker.

If you have any questions, please call Plan Review Services Division Chief at 703.746.4193 or the Permit Center Division Chief at 703.746.4201.

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